

IN THE CLAIMS

1. (Currently Amended) A document information management method for opening document information to a plurality of users, comprising the steps of:

managing each of said document information in an editable form and in a reference-only form;

offering said document information in the editable form to users desiring ~~updating~~re-utilizing of said document information; and

tracing and managing the utilization state of said document information when said document information is ~~updated~~re-utilized.

2. (Currently Amended) ~~A~~The document information management method according to claim 1, wherein, when said document information is offered in the editable form to users desiring ~~updating~~re-utilizing of said document information, information of an ~~updating~~re-utilizing party of said document information is notified to a creator of said document information.

3. (Currently Amended) The A-document information management method according to claim 1, wherein, when said document information is ~~updated~~re-utilized, said document information after ~~updating~~re-utilizing is sent to a creator of said document information.

4. (Currently Amended) The A-document information management method according to claim 1, wherein commentary information made by a creator of said document information is notified to an ~~updating~~re-utilizing party of said document.

5. (Currently Amended) The A-document information management method according to claim 1, wherein, when said document information is ~~updated~~re-utilized and a subsequent utilization state of said document information is traced and managed, a time limit is set to complete a review of the re-utilized document information and a creator and a re-utilizing user is prompted to complete review based on the time limit ~~utilization of said document information is limited unless~~

~~said document information is updated within a predetermined period of time.~~

6. (Currently Amended) A document information management apparatus for opening document information to a plurality of users, comprising:

means for managing an editable form and a reference-only form ~~of document~~ for each of said document information;

means for offering said document information in the reference-only form to users desiring to look up said document information;

means for offering said document information in the editable form to users desiring ~~updating~~re-utilizing of said document information; and

means for tracing and managing the utilization state of said document information when said document information is ~~updated~~re-utilized.

7. (New) The document information management method according to claim 1, wherein, when said document information is re-utilized, said step of tracing and managing a subsequent

re-utilization state of said document information comprises the steps of:

causing a re-utilizing user who re-utilizes said document information to submit the re-utilizing document information for a review;

presenting a subsequent re-utilization state after re-utilization of said document information to a creator of said document information;

if said creator conducted the review of said re-utilizing document information, notifying said re-utilizing user of completion of the review; and

if said creator did not accept a content of said re-utilizing document information and pointed out a problem, notifying said re-utilizing user of no-completion of the review of said re-utilizing document information, urging said re-utilizing user to solve said problem.

8. (New) A document information management method according to claim 1, wherein, when said document is utilized, said step of tracing and managing a subsequent re-utilization state of said document further comprising the steps of:

setting a time limit to submit re-utilized document information for a review; and

urging a re-utilizing user who re-utilized said document information to submit the re-utilized document information for the review.